



August 23, 2013

**SUBJECT: ITEMS PROHIBITED IN DESTRUCTION BOXES**

The Delaware Public Archives must abide by certain requirements provided by the Vendor contracted to provide destruction (shredding) services. Agencies that have been approved to send their records to the Delaware Public Archives (DPA) for destruction shall remove the following items prior to sending their destruction boxes to the Archives:

- Notebooks and Spiral Binders (*Metal or Plastic*)
- Computer Print Out Binders
- Folders with metal fasteners
- Large Metal and Plastic Coated or Large Hard Plastic Paper Clips
- Binder Clips
- Hanging File Folders
- Office Waste (*Food Packages, Glass, Books, etc.*)

*Rubber bands, staples and small metal paperclips may remain on documents*

Please note that other vendors may destroy the following items:

- ❖ Audio and Video Tapes\*
- ❖ Microfiche and/or Microfilm\*
- ❖ Magnetic Tapes\*

If you have any of these items, please be sure to separate them from the boxes containing paper records and contact Delaware Public Archives to arrange to have these items destroyed individually.

The Delaware Public Archives will not accept boxes that contain any of the prohibited items listed above. If this presents a problem to your agency, then you may wish to consider an alternate commercial destruction vendor.

Effective August 23, 2013

References:

Delaware Public Record Law: ([Title 29 Delaware Code, § Chapter 5, Public Records](#))  
[Preparation of Records for Transfer to Delaware Public Archives](#)  
[User's Guide to Storage and Use of Archival Boxes](#)